

Travel Agency Service Agreement

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Agreement

This agreement is made between [Travel Agency Name], located at [Travel Agency Address] and [Client Name].

Services Provided

- Travel itinerary planning
- Booking of flights and accommodations
- Transportation arrangements
- Travel insurance options
- 24/7 customer support during the trip

Fees and Payment

The total fee for the services provided is [Insert Fee]. Payment is due upon completion of booking.

Terms and Conditions

By signing this agreement, the client agrees to the terms and conditions outlined in the attached document.

Acceptance

Client Signature: _____ Date: _____

Agency Representative Signature: _____ Date: _____

Contact Information

If you have any questions regarding this agreement, please contact us at:

[Travel Agency Phone Number]

[Travel Agency Email Address]